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UNITED STATES CIVIL SERVICE COMMISSION

FEDERAL PERSONNEL MANUAL SYSTEM

LETTER

Washington, D.C. 20415

January 5, 1972

FPM LETTER NO. 530-170

SUBJECT: Adjustment of Special Minimum Rates and Rate Ranges Established Under 5 U.S.C. 5303, Based on Annual Review

Heads of Departments and Independent Establishments:

SPECIAL NOTE: This letter establishes lower special salary rates for some occupations and eliminates them for others. Agencies should take immediate action to notify all field activities of the substance of these changes in order to assure that no commitments, at rates higher than those authorized by this letter, are made for employment on or after February 6, 1972. (See paragraph 5 of this letter and related attachment)

1. FPM Letter No. 530-169, dated December 30, 1971, implemented the Commission's decision to provide the General Schedule pay increase to special rate employees. It also provided advance notice that special salary rates for a number of occupations would be cancelled as a result of the 1971 annual review, then nearing completion. It is the purpose of this FPM Letter to provide the complete results of that review. These results and the necessary actions to be taken are provided in the attachments to this letter.

2. The occupations and locations to be continued under special salary rate coverage are shown with their new rates in Attachment 1. The effective date of the new rates shown will be the first day of the first pay period which begins on or after February 6, 1972. (Complete 10-step salary tables for these authorizations will be published in another letter to follow shortly.)

The rates in Attachment 1 are the only rates authorized to be paid to the covered occupations and locations on or after February 6, 1972. The rates specified in FPM Letter No. 530-169 are the only rates authorized to be paid to special rate categories during the period starting with the first pay period in January 1972 and ending February 5, 1972.

3. Attachment 3 is a complete listing of those authorizations cancelled by this FPM Letter. Effective on the first day of the first pay period beginning on or after February 6, 1972, regular statutory rates will apply to all grades of each authorization listed. The principal immediate effect of cancellation of special rates is on salaries paid to persons hired after February 5, 1972.


INQUIRIES: Leave and Special Pay Policy Section, Bureau of Policies and Standards
Code 101, Ext. 25604 or 63-25604

CSC CODE 530, Pay Rates and Systems (General)

4. No employee is to suffer any loss in pay because of the implementation of the results of the annual review. In order to assure compliance with this policy, the pay of employees on the rolls should be converted to the new special or regular ranges as outlined in Attachment 4.

5. We recognize that there may be certain situations in which future employment commitments have already been made at rates higher than will be in effect at the time of entry on duty. Attachment 5 defines criteria under which such commitments may be honored. The criteria apply to employment beginning on or after February 6, 1972. Briefly, they require that the commitments must have been made prior to January 5, 1972, at a rate higher than will be in effect on or after February 6, 1972. Such commitments may not be honored under any other circumstance.

6. All special salary rate authorizations which appear in FPM Letter No. 530-169 are superseded, effective at the beginning of the first pay period on or after February 6, 1972, by this FPM Letter.



Bernard Rosen
Executive Director

Attachments

Attachment 3 to FPM Ltr. No. 530-170 (3)

GS-356 Card Punch Operation Series

Table No. 157

Boston, Massachusetts SMSA (Includes
Essex County (Part), Middlesex
County (Part), Norfolk County (Part),
Plymouth County (Part) and Suffolk
County

GS-403 Microbiology Series

Table No. 220

Nationwide

GS-510 Accounting Series

GS-512 Internal Revenue Agent
Series

Table No. 258

Worldwide (except for New York,
New York SMSA.)

✓ GS-510 Accounting Series

GS-512 Internal Revenue Agent
Series

Table No. 259

New York, New York SMSA

GS-610 Nurse Series

Table No. 301

State of California (Excluding
San Francisco, California and 35 mile
radius extended to include Travis
Air Force Base; San Diego County;
and Division of Indian Health Nurses)

GS-610 Nurse Series

GS-615 Public Health Nurse Series

Table No. 293

Division of Indian Health, Public
Health Service, Continental United
States; Ellsworth Air Force Base,
Rapid City, South Dakota;
Albuquerque, New Mexico, including
Kirtland Air Force Base and Sandia
Base Military Reservation; Fort Sill,
Oklahoma; Job Corps center Box Elder,
South Dakota; State of Alaska.

GS-610 Nurses Series

Table No. 299

Seattle and Bremerton, Washington

GS-610 Nurse Series

Table No. 297

Philadelphia, Pennsylvania

Attachment 4 to FPM Ltr. 530-170

Instructions for Converting Employees' Pay
and Reporting Personnel Actions

1. The pay of employees on the rolls will be converted to the new special or regular rate ranges under the provisions of section 303 of Executive Order 11073, and in line with the rules contained in section 530.306 of the Commission's regulations. These provisions assure that no employee shall have his pay reduced because of the downward adjustment or discontinuation of special salary rates. The following illustrates the effect of these provisions:

a. The new GS-5 special minimum rate for Printing Management Series, nationwide, is lower than the superseded special minimum rate for this grade (Table No. 725). An employee in the first step rate of the superseded GS-5 special rate range and paid \$9,027, immediately before the effective date, will retain the same pay rate on the effective date, and will be placed in the third step of the new special rate range.

b. The special rates are discontinued at GS-7 for all professional series in the GS-800 Engineering and Architecture Group (Table No. 410). An employee in the seventh step of the discontinued GS-7 special rate range and paid \$12,979, immediately before the effective date, will retain the same pay rate on the effective date, and will be placed in a "saved pay" status. This is because the regular GS-7 maximum rate (tenth step) of \$11,771, is less than the employee's current rate, and no employee's salary may be reduced when special rates are discontinued.

2. Reporting Personnel Actions

a. When an employee's step rate only is changed because of the elimination or downward adjustment of a special salary rate schedule, the personnel action will be processed as 899 Step-Rate Change. Actions may be reported individually on forms SF 50 or SF 1126 (or equivalent) or, as a mass listing. If a list is used instead of individual forms, FPM Supplement 296-31, table 6, should be consulted in preparing the list form. Table 7 of the same Supplement provides instructions on reporting the actions to the Commission. A reference to FPM Letter No. 530-170 dated January 5, 1972 should be entered under Remarks on the personnel action.

Attachment 4 to FPM Ltr. 530-170 (2)

b. If a special rate schedule is discontinued or reduced and, as a result an employee's existing rate is higher than the maximum rate authorized for his position and grade, the salary rate shown on the "To" side or in the "New Salary" box on the personnel action will be followed parenthetically by the term "Saved Rate." Also a reference should be made under Remarks to "CSC Regulation 530.306."

The purpose of this regulation is to provide a uniform method of determining the salary rate for an employee when a special rate schedule is discontinued or reduced. The regulation applies to all employees who are covered by the General Schedule of Pay. It does not apply to employees who are covered by special rate schedules. The regulation provides that when a special rate schedule is discontinued or reduced, the salary rate for an employee who is currently on that schedule shall be the maximum rate authorized for his position and grade. If the employee's existing rate is higher than the maximum rate authorized for his position and grade, the salary rate shown on the "To" side or in the "New Salary" box on the personnel action will be followed parenthetically by the term "Saved Rate." Also a reference should be made under Remarks to "CSC Regulation 530.306."

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When an employee's salary rate is higher than the maximum rate authorized for his position and grade, the salary rate shown on the "To" side or in the "New Salary" box on the personnel action will be followed parenthetically by the term "Saved Rate." Also a reference should be made under Remarks to "CSC Regulation 530.306."

Attachment 5 to FPM Ltr. 530-170

Authorization to Accommodate Employee Commitments

This FPM letter provides temporary authority and procedures to permit agencies to meet employment commitments made and accepted by applicants at the higher special salary rates in effect prior to the January 1972 general pay increase, i.e., prior to the rates shown in FPM Letter No. 530-169. This authority is considered necessary in order to carry out the purposes of 5 U.S.C. 5303 in these instances. (See paragraph 5 below for limitations on use of authority.)

1. The following criteria apply in exercising the authority to pay the higher special rates that were in effect prior to issuance of FPM Letter 530-169:

- (a) An offer of employment must have been made at the higher special rate and the offer must have been accepted by the applicant.

- (b) The offer at the higher rate must have been made and accepted by the applicant on or before the date of this FPM letter.

- (c) There must be adequate documentation to show the dates of the offer and acceptance, and the salary rate offered to the applicant. Adequate documentation shall consist of (1) an official offer of appointment at a specified dollar amount by an appropriate agency official, and (2) the acceptance of that offer by the applicant. (Such documented offer and acceptance, in whatever form it may have been recorded officially, shall be made a part of the record for any rates set for employees under this FPM letter.)

2. Offers made on or before January 5, 1972, and accepted, but applicants not yet appointed. If it is established that the criteria as shown in paragraph 1 above are met, the appointment will be made at the higher special rate previously offered and accepted, by fixing the employee's pay as explained in paragraph 3 below.

3. Procedures for processing pay adjustments or appointments. If the criteria in paragraph 1 above are met, the following procedures are applicable.

- (a) Effective Dates: The effective date of rates authorized under this FPM Letter shall be the date of appointment.

Attachment 5 to FPM Ltr. 530-170 (2)

- (b) Processing of Pay Adjustment and Appointment Action: The salary rate on Standard Form 50 should be asterisked, and a reference to this FPM letter, i.e., 530-170, dated January 5, 1972, is to be entered under "Remarks" on the SF 50. The employee's pay will be set at that numerical step in the currently authorized rate range, either regular or special as appropriate, or a saved rate above the range under section 530.306(b)(3) as necessary if the appointment was authorized under section 531.203(b), that will come closest to the special rate offer previously made and accepted.
4. Payment of Moving Expenses to First Post of Duty. Under the provisions of section 3-2b, Chapter 571, FPM, agencies, in meeting employment commitments under the provisions of this FPM letter, may pay the travel and transportation to first post of duty, under 5 U.S.C. 5723, of the appointees involved.
5. Limitation on Use of Temporary Authorization. The authority in this FPM letter is limited to meeting only those employment commitments in connection with new hires, and may not be used to accommodate internal placements (i.e., change actions), transfers, or other appointments without a break in service, made between Executive departments and agencies, and the Government of the District of Columbia.